						•	
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			JOB NO		VE BLANK		
			DATE RECEIVE		9-90-1	<u>a</u>	
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				2/12	190		
1 FROM (Agency or establishment) DEPARTMENT OF STATE			NC	NOTIFICATION TO AGENCY			
2 MAJOR SUBDIVISION				quest, in	e provisions of 4 cluding amendme	ents, is approved	
OPR/STP/T 3 MINOR SUBDIVISION				withdrav	may be marked wn'' in column 1	O If no records	
3 MINON SOBB	TO ISLOW		not required	or aisposi	al, the signature o	IT THE Archivist is	
4 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE EXT	DATE	ARCHI	RCHIVIST OF THE UNITED		
Willi	e Gee	647-6023	114/90				
	OF AGENCY REPRESENTATIVE		<u> </u>	-			
tnat the reco agency or w	eify that I am authorized to act for this agenords proposed for disposal in this Request outline in the needed after the retention period Diffice, if required under the provisions of Total contract is attached, or such as unnecessary.	Tpage ds specified, and itle 8 of the GA	d that written	v need concu	ed for the bui irrence from	siness of this the General	
B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	:				
02/05/90	Mathleen M. Lannon	 		1	. D I-	a). '	
	kathreen M. Lannon	Reco	rds Manage	ement	9 GRS OR	Chief 10 ACTION	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)				SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)	
1.	Import And Export Records					•	
	Consist of records maintained on imports and exports handled by the United States Despatch Agency. They include customs actions, copies of vouchers and Governmentbills of lading with correspondence on shipments on which all payments have been satisfied. The record copies of the vouchers and bills of lading are submitted to the Office of Finance where they are retained for the necessary period to meet GAO site audit requirements.						
	Destroy 2 years from date of transportation completed.						
2.	TRANSPORTATION RECORDS AND C	CONTROL SYS	TEM (TRACS	<u>)</u>	GRS ZO, Item 3 exception		
	Consist of in house history incoming and outgoing shipmedestination, number of shipmeded forwarded, name of steam charges and other pertinent	ents, showin ments, date mer, weight	ng consige received , contient	se,	exception		

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REQUES	T FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		PAGE . 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Includes Dates or Retention Periode)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS US ONLY)
	TRACS is an Electronic System that has worldwide with E-Mail capabilities.		
	Destroy 5 years after date of last report.		
3.	LOCATOR CARDS RECEIPT FILE	GRS 23,	
	Consist of consolidated report on status of shipments to a specific post.	Item 3	
	Destroy when a new report is generated or when no longer needed.	·	
4.	GBL ACCOUNTABILITY REPORT	GRS 9, Items lal	
	Control generated register showing GBL Number and date of issuance.	laz	
	Destroy when 3 years old.		
5.	BILL OF LADING FILE	II-NN-	
·	U. S. Government Bills of Lading, Certified Copies, airway and railroad freight bills, with related correspondence including claims pertaining to the packing and trucking of domestic and overseas supplies and equipment and, the overseas shipping of Official goods by common carrier.	3250, Item 13	
	Destroy records relating to claims 2 years after settlement of claim; destroy all other records when 2 years old.		
	(II-NN3250, item 13)		
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